

CHAPTER 1

GENERAL INFORMATION

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Agricultural Marketing Act"

1.1 INTRODUCTION

The inspection of beans is a service provided under the Agricultural Marketing Act of 1946 (Act). This service is provided, upon request, by either a Federal Grain Inspection Service (FGIS) designated cooperator (e.g., the State of California) or an FGIS field office, depending upon the location of the lot and the type of inspection requested. Official inspection of beans is performed by trained and licensed (or authorized) official personnel employed by FGIS or a cooperator.

1.2 DEFINITIONS

Appeal inspection. A review inspection, by FGIS, of the results of an original or retest inspection service.

Board appeal inspection. A review inspection, by the FGIS Board of Appeals and Review (BAR), of the results of an original inspection or appeal inspection service for grade or grading factors.

Carrier. A truck, trailer, truck/trailer combination, railcar, barge, ship, or other container used to transport bulk, sacked, or packaged beans.

Certification. The process of issuing an official certificate that indicates the quality of a lot or sample of beans or the results of some other official service.

Checkcounting. The process of determining the total number of filled outer containers in a lot in order to determine that the number of containers shown by the applicant is correct and certifying the results.

Checkloading. The process of performing a stowage examination on a carrier, computing the number of filled containers loaded aboard, observing the condition of the containers being loaded aboard, sealing the carrier if practicable, and certifying the results.

Checkweighing. The process of weighing a selected number of containers from a lot, determining the estimated total gross, tare, and net weight, or the estimated average gross or net weight per filled container, and certifying the results.

Composite sample. A single sample composed of small portions (component samples) taken throughout a lot.

Condition inspection. The process of determining whether an identifiable lot is water damaged, fire damaged, or has rodent or bird contamination, insect infestation, or any other deteriorating condition, and certifying the results.

Cooperator. An agency or department of the Federal Government which has an interagency agreement with FGIS or state agency which has a reimbursable agreement with FGIS.

Lot. Any identified amount of beans offered by an applicant for inspection.

Lot (quality) inspection. The process of obtaining a representative sample(s) of an identifiable lot, examining or testing the sample(s), examining relevant records of the lot, and certifying the results.

Observation of loading. The process of determining that an identified lot has been moved from a warehouse or carrier and loaded into another warehouse or carrier and certifying the results.

Official personnel. Any authorized Department employee or person licensed by FGIS to perform all or specified functions under the Act.

Official sample. A representative sample drawn by official personnel licensed or authorized by FGIS.

Original inspection. An initial inspection of a lot or sample.

Retest inspection. A review inspection, using the same laboratory procedures, of an original inspection for a nongrade (chemically-tested) factor(s); e.g., aflatoxin.

Sampling. The process of drawing a representative sample from a lot of beans.

Stowage examination. The process of visually determining if an identified carrier or container is clean, dry, free of live infestation, rodents, toxic substances, and foreign odor; suitable to store or carry beans; and certifying the results.

Submitted sample inspection. The process of grading or testing a sample submitted by an applicant and certifying the results.

1.3 ABBREVIATIONS

The following abbreviations may be shown on work records:

AVG	Average	KG	Kilogram(s)
BD	Badly damaged	LB	Pound(s)
BK	Broken kernels	LW	Live weevils
BL	Bleached	M	Moisture
BWB	Blistered, wrinkled, and broken	ML	Milliliter(s)
C	Color	MM	Millimeter(s)
CC	Checkcounting	MOTH	Angoumois moth
CCL	Contrasting class	MUST	Musty
CE	Condition examination	NWS	Not well screened
CHP	Choice Handpicked	NS	Not standardized
CL	Class	O	Odor
CLO	Checkloading	OBL	Observing loading
CM	Centimeter(s)	OBF	Observing of fumigation
COFO	Commercially objectionable foreign odor	OCL	Other classes
CR	Cracked seedcoats	ODI	Other dead insects
CT	Count	OLI	Other live insects
CTB	Classes that blend	OG	Other grains
CW	Checkweighing	PHP	Prime Handpicked
DG	Dark grey	S	Sieve
DHT	Damaged by heat	SG	Sample grade
DK	Damaged kernels	SCR	Screenings
DKG	Dockage	SMUT	Smutty
DLQ	Distinctly low quality	SOUR	Sour
DW	Dead weevils	SPL	Splits
FE	Facility examination	SR	See reverse
FM	Foreign material	STON	Stones
FSUB	Unknown foreign substance	STOW	Stowage examination
FT	Foot (feet)	TW	Test weight
G	Gram(s)	VAR	Variety
HP	Handpicked	WVLY	Weevily
HT	Heat-damaged	WVDK	Weevil damaged kernels
HTG	Heating	X	Mixed
INR	Insect refuse	U.S.	United States
INW	Insect webbing	SUBSTD	U.S. Substandard
		SG	U.S. Sample Grade

1.4 ORIGINAL INSPECTION SERVICES

- a. Any interested person may request an original inspection.
- b. Requests may be made verbally or in writing.
 - (1) Verbal requests shall be confirmed, in writing, upon request. All written requests shall be made in English and include the following:
 - (a) The identification, quantity, and location of the beans;
 - (b) The type of service(s) requested;
 - (c) The names and mailing addresses of interested persons; and
 - (d) Any other relevant information that official personnel require.
 - (2) Copies of request forms may be obtained from any cooperator or FGIS field office. If all required documentation is not available when the request is made, it shall be provided as soon as it is available. At their discretion, official personnel may withhold inspection service pending receipt of the required documentation.
- c. Requests for services, other than submitted sample inspections, must be made with the cooperator or FGIS field office responsible for the area in which the service will be provided.
- d. Requests for submitted sample inspections may be made with any cooperator or FGIS field office that provides original bean inspection services.
- e. Requests for services to be performed during loading, unloading, handling, or processing, must be submitted far enough in advance so official personnel can be present.

1.5 RETEST INSPECTION SERVICES

- a. Any interested person may request a retest inspection service on chemically-tested (nongrade) factors; e.g., aflatoxin. When more than one interested person requests a retest inspection, the first interested person to file is the applicant of record.
- b. Requests may be made verbally or in writing.

- (1) Verbal requests shall be confirmed, in writing, upon request. All written requests shall be made in English and include the following:
 - (a) The identification, quantity, and location of the lot;
 - (b) The type of service(s) requested;
 - (c) The names and mailing addresses of interested persons; and
 - (d) Any other relevant information that official personnel require.
 - (2) Requests must be filed with the FGIS field office responsible for the area in which the original inspection was performed.
 - (3) Copies of request forms may be obtained from the cooperator or FGIS field office. If all required documentation is not available when the request is made, it shall be provided as soon as it is available. At their discretion, official personnel may withhold inspection service pending receipt of the required documentation.
- c. A retest inspection shall only be performed by an authorized person. Official personnel shall not perform, participate in performing, or issue a certificate if they participated in a previous inspection or certification of the lot unless there is only one authorized person available at the time and place of the requested retest inspection.
 - d. Only one retest inspection may be obtained from any original inspection.
 - e. The scope of a retest inspection shall be limited to the scope of the original inspection. If the request specifies a different scope, dismiss the request.
 - f. A retest inspection shall be limited to an analysis of the file sample.
 - g. A retest inspection certificate supersedes the original inspection certificate. The superseded certificate will be considered null and void as of the date of the retest inspection certificate. The original inspection certificate for the inspection being retested must be promptly surrendered.

- h. A retest inspection certificate shall be issued before the close of business on the business day following the date the retest inspection is completed.
- (1) Each retest inspection certificate shall clearly show the word “Retest” and the following statement: “This certificate supersedes Certificate No. _____, dated _____.”
 - (2) When the results for more than one kind of service are reported on the original certificate and not all the services are retested, use the following statement: “(Type of service) results based on retest inspection; all other results are those of the original inspection service.”
 - (3) The certificate shall show the following statement: “Results based on file sample.”
 - (4) If the superseded original certificate is in the custody of FGIS, the superseded certificate shall be marked “VOID.” If the superseded certificate is not in the custody of FGIS at the time the retest certificate is issued, the following statement shall be shown on the retest certificate: “The superseded certificate identified herein has not been surrendered.”
- i. A request for a retest inspection shall be dismissed when:
- (1) The scope is different from the scope of the original inspection;
 - (2) The condition of the beans have undergone a material change;
 - (3) A representative file sample is not available;
 - (4) The applicant requests a new sample; or
 - (5) The reasons for the retest are frivolous.
- j. Official personnel shall notify the applicant of the proposed dismissal of service. The applicant shall then be afforded reasonable time to take corrective action or to demonstrate there is no basis for the dismissal. If the corrective action has not been adequate, the applicant shall be notified of the decision to dismiss the request for service; and any results of service shall not be released.
- k. An applicant may withdraw a request for retest inspection any time before official personnel release results, either verbally or in writing.

NOTE: **Applicants who withdraw a request for service may be billed for all expenses incurred prior to withdrawal.**

1.6 APPEAL INSPECTION SERVICES

- a. Any interested person may request an appeal inspection. When more than one interested person requests an appeal inspection, the first interested person to make the appeal request is the applicant of record.
- b. Requests may be made verbally or in writing.
 - (1) Verbal requests shall be confirmed, in writing, upon request. All written requests shall be made in English and include the following:
 - (a) The identification, quantity, and location of the beans;
 - (b) The type of service(s) requested;
 - (c) The names and mailing addresses of interested persons; and
 - (d) Any other relevant information that official personnel require.
 - (2) Requests for appeal inspection services on quality (grade) factors must be filed with the FGIS field office responsible for the area in which the original inspection was performed or with the BAR. Requests for appeal inspection services on chemically-tested (nongrade) factors must be filed with the FGIS Commodity Testing Laboratory.
 - (3) Copies of request forms may be obtained from any cooperator or FGIS field office. If all required documentation is not available when the request is made, it shall be provided as soon as it is available. At their discretion, official personnel may withhold inspection service pending receipt of the required documentation.
- c. An appeal inspection shall only be performed by an FGIS inspector.

- d. Official personnel shall not perform, participate in performing, or issue a certificate, if they participated in a previous inspection or certification of the lot unless there is only one authorized person available at the time and place of the requested appeal inspection.
 - e. Only one appeal inspection may be obtained from any original or retest inspection service.
 - f. The scope of an appeal inspection shall be limited to the scope of the original inspection. If the request specifies a different scope, the request shall be dismissed. When chemically-tested factors are appealed, all chemically-tested factors must be tested and certified.
 - g. The applicant may request that an appeal inspection be based on a file sample or a new sample. However, an appeal inspection shall be based on a new sample only if the lot can positively be identified by official personnel as the one that was previously inspected and the entire lot is available and accessible for sampling and inspection.
 - h. An appeal inspection shall be limited to a review of the sampling procedures and an analysis of the file sample when, as a result of the original inspection, the beans are found to be contaminated with filth or to contain a deleterious substance, including insect webbing and filth. (Clean-cut weevil-bored beans are not considered a deleterious substance.) If it is determined that the sampling procedures were improper, a new sample will be obtained if the lot can be positively identified as the lot which was previously inspected and the entire lot is available and accessible for sampling and inspection.
 - i. An appeal inspection certificate supersedes the original or retest inspection certificate. The superseded certificate will be considered null and void as of the date of the appeal inspection certificate. The original or retest inspection certificate for the inspection being appealed must be promptly surrendered.
 - j. An appeal inspection certificate shall be issued before the close of business on the business day following the date the appeal inspection is completed.
- (1) Each appeal inspection certificate shall clearly show the word “Appeal” and the following statement: “This certificate supersedes Certificate No. _____, dated _____.”

- (2) When the results for more than one kind of service are reported on the original certificate and not all the services are appealed, use the following statement: “(Type of service) results based on appeal inspection; all other results are those of the original inspection service.”
 - (3) When the results of an appeal inspection are based on a file sample, the certificate shall show the following statement: “Quality results based on file sample.”
 - (4) If the superseded original certificate is in the custody of FGIS, the superseded certificate shall be marked “VOID.” If the superseded certificate is not in the custody of FGIS at the time the appeal certificate is issued, the following statement shall be shown on the appeal certificate: “The superseded certificate has not been surrendered.”
- k. A request for an appeal inspection shall be dismissed when:
 - (1) The scope is different from the scope of the original inspection;
 - (2) The condition of the beans have undergone a material change;
 - (3) The request specifies a file sample and a representative file sample is not available;
 - (4) The applicant requests that a new sample be obtained and a new sample cannot be obtained; or
 - (5) The reasons for the appeal inspection are frivolous.
- l. Official personnel shall notify the applicant of the proposed dismissal of service. The applicant shall then be afforded reasonable time to take corrective action or to demonstrate there is no basis for the dismissal. If the corrective action has not been adequate, the applicant shall be notified of the decision to dismiss the request for service and the results of service shall not be released.
- m. An applicant may withdraw a request for appeal inspection any time before official personnel release results, either verbally or in writing.

NOTE: Applicants who withdraw a request for service may be billed for all expenses incurred prior to withdrawal.

1.7 BOARD APPEAL INSPECTION SERVICES

- a. Any interested person who is dissatisfied with the original or appeal inspection results may appeal to the BAR. However, if the initial appeal inspection is performed by the BAR, no further appeal may be made.
- b. The Board appeal inspection shall only be performed for physically determined quality (grade) factors and shall be limited to an analysis of the file sample.
 - (1) When a request for a Board appeal inspection is filed, the file sample(s) and all other pertinent information shall be immediately submitted to the BAR.
 - (2) The FGIS field office shall act as a liaison between the BAR and the applicant.
 - (3) The Board appeal certificate shall supersede any certificate previously issued and will be the final appeal inspection service.
 - (4) Each Board appeal inspection certificate shall clearly show the words “Board Appeal” and the following statement: “This certificate supersedes Certificate No. _____, dated _____.”
 - (5) When the results for more than one kind of service are reported on the original or appeal certificate, use the following statement: “Quality results based on Board appeal inspection; all other results are those of the (original inspection and/or appeal inspection) service.”
 - (6) The following statement shall be placed on the certificate: “Quality results based on file sample.”
 - (7) If the superseded certificate is in the custody of FGIS, the superseded certificate shall be marked “VOID.” If the superseded certificate is not in the custody of FGIS at the time the Board appeal certificate is issued, the following statement shall be shown on the Board appeal certificate: “The superseded certificate has not been surrendered.”

1.8 NEW ORIGINAL INSPECTIONS

- a. When circumstances prevent a retest, an appeal, or a Board appeal inspection, an applicant may request a new original inspection on any previously inspected lot. However, a new original inspection may not be performed on an identifiable bean lot which, as a result of a previous inspection, was found to be contaminated with filth or to contain a deleterious substance.
- b. A certificate issued as a result of a new original inspection is, in fact, an original inspection certificate. It shall be based on a new sample and shall not be restricted to the scope of any previous inspection. Subsequently, the applicant for a new original inspection may request any or all of the inspection services provided for by the regulations.
- c. A new original inspection certificate shall not supersede any previously issued certificate. However, when possible, the outstanding original inspection certificate should be surrendered.

1.9 REGISTERED TYPE SAMPLE INSPECTIONS

- a. Applicants may request that the quality of beans in a lot be compared with the quality of an identified bean type sample that has been registered with an FGIS field office or Federal-State office.
- b. When a registered type sample inspection is requested, the applicant shall:
 - (1) Submit a clearly identified bean sample for an inspection for quality or other criteria.
 - (a) The sample shall not be less than 1,000 grams.
 - (b) Official personnel may require a larger sample if portions are to be sent to other offices or if the applicant requests that the sample be divided into several portions for submission to prospective buyers or brokers.

- (2) Supply the necessary containers and labels for samples to be sent to prospective buyers or brokers.
- (3) Specify, in writing, all pertinent information including the following:
 - (a) Identification of the type sample; e.g., California Pride Pintos-77.
 - (b) Grade and factor information or any other criteria information that is desired.
- c. Official personnel shall:
 - (1) Perform a grade or factor-only quality inspection as specified by the applicant and approved by the FGIS field office or Federal-State manager.
 - (2) Issue a submitted sample inspection certificate.
 - (3) Register the type sample in the field office or Federal-State office.
 - (4) Retain a representative portion of the type sample, under refrigeration, for comparison with the sample(s) obtained from identified lot(s).
 - (a) Because of limited refrigerated storage and file space, and the possibility of quality factor change due to prolonged storage, type samples shall be retained for not more than one year from the submitted sample inspection certificate issuance date.
 - (b) Notify the applicant of record at least 30 days prior to the expiration date of the type sample.
 - (c) Destroy the type sample on the expiration date.
 - (5) When requested by the applicant, send a copy of the submitted sample inspection certificate and a sample of the beans to the BAR, other FGIS field offices, or Federal-State offices that have been requested to compare the quality of an identified lot of beans against the type sample.
 - (6) If the applicant requests that one or more representative portions be divided out from the type sample for submission to prospective buyers or brokers, heat seal or glue each representative portion in a plastic bag that has a label affixed. Show the following information on the label:

- (a) The statement: “This representative portion of (beans) was taken from type sample (sample identification) and was inspected, registered, and sealed by the (USDA, FGIS or name of cooperator).”
 - (b) Office of inspection (city and state).
 - (c) Applicant (name, city, and state).
 - (d) Registration date (date).
 - (e) Expiration date (date).
 - (f) Submitted sample inspection certificate issued (identification).
 - (g) Name and signature of FGIS field office or Federal-State manager (or designee).
- (7) Issue a lot inspection certificate when the quality of an identified lot of beans is compared against the type sample. State that the quality of the beans in the lot was either “equal to or better than” or “not equal to” the type sample; i.e., “(Type of beans or grade and kind of beans). (“Quality equal to or better than” or “Quality not equal to”) (name of registered type sample).”

1.10 ORIGIN INSPECTIONS

- a. Applicants may request origin inspection certificates that show their beans are a product of the soil and industry of the United States.
- b. When an origin inspection is requested, official personnel shall:
 - (1) Request all relevant records from the applicant which may indicate the origin of the beans.
 - (2) Obtain a representative sample.

- (3) Analyze the sample to verify that the beans compare favorably with types of beans known to be grown in the United States. The size, shape, and other characteristics should be considered in making this determination.
- (4) If, after reviewing the relevant records and analyzing the beans, there is no indication that the beans are not a product of the soil and industry of the United States, show the following statement on the certificate: “The (beans) described herein and relevant records indicating the origin of these (beans) have been examined and found to be a product of the soil and industry of the United States.”
- (5) When records are not available or if the records are not sufficient to substantiate that the beans are a product of the soil and industry of the United States, but the representative sample appears to be of a type common to the United States, the following statement may be shown on the certificate: “Applicant states that these (beans) are a product of the soil and industry of the United States.”

1.11 COMBINED-LOT INSPECTIONS

- a. Any interested person may request a combined-lot inspection to be performed on single lots of beans during loading, unloading, or at rest; or after officially inspecting and certificating beans as two or more single lots.
- b. Requests for service shall be in writing and include the following:
 - (1) The estimated quantity of beans that are to be certificated as one lot;
 - (2) The contract grade, if applicable;
 - (3) The identity of the warehouse where the lot is stored, or the identity of each carrier into which the beans are being loaded or from which the beans are being unloaded; and
 - (4) Any other relevant information that official personnel require.
- c. Beans in two or more lots/carriers that are to be officially inspected as a combined-lot shall be sampled in a reasonably continuous operation. Representative samples shall be obtained from the beans in each individual carrier and inspected in accordance with the procedures as prescribed in this handbook.

- d. Beans that have been officially inspected and certificated as two or more single lots may be recertificated as a combined-lot if:
- (1) The beans in each single lot were sampled in a reasonably continuous operation;
 - (2) The original inspection certificates issued for the single lots have been surrendered to official personnel;
 - (3) Representative file samples of the single lots are available;
 - (4) The beans in the single lots are of one grade and quality;
 - (5) Official personnel who performed the inspection service for the single lots and those who recertificate the beans as a combined-lot, determine that the samples used as a basis for the inspection of the beans in the single lots were representative at the time of sampling and have not changed in quality or condition; and
 - (6) The quality or condition of the beans meet uniformity requirements (see section 2.9) established by this handbook.

NOTE: For recertification of single-lots as a combined lot, the request for service shall be filed not later than two business days after the latest inspection date of the single lots.

- e. Official factor and official criteria information shown on a certificate for beans in a combined-lot shall be based on the weighted or mathematical averages of the analysis of the sublots in the lot.
- f. If beans in a combined-lot are offered for official inspection as they are being loaded aboard a carrier and the beans, or a portion of the beans, in a lot are found to be weevily, the applicant shall be notified and shall be given the option of:
- (1) Removing the weevily beans from the lot; or
 - (2) Receiving a grade certificate with a sample grade designation indicating that the entire lot is weevily.

- g. Samples obtained from beans officially inspected as a combined-lot shall be examined for uniformity of quality (see section 2.9). If the beans in the samples are found to be uniform in quality and the beans are loaded aboard or are unloaded from the carriers in a reasonably continuous operation (i.e., at least one lot or subplot must be loaded or unloaded during any 88-hour period), the beans in the combined-lot shall be officially inspected and certificated as one lot. The requirements of this paragraph, with respect to reasonably continuous loading or unloading, do not apply to beans which are at rest in carriers or in a warehouse when the beans are offered for inspection.
- h. When beans officially inspected as a combined lot are found to be not uniform in quality or if the beans are not loaded or unloaded in a reasonably continuous operation, the beans in each portion, and any beans which are loaded or unloaded at different times, shall be officially sampled, inspected, graded, and certificated as single lots.
- i. Each official certificate for a combined-lot inspection service shall show the identification for the “combined-lot” or, at the request of the applicant, the identification of each carrier in the combined-lot. If the identification of each carrier is not shown, the statement “Carrier identification available on official inspection log” shall be shown on the inspection certificate in the space provided for “Remarks.” The identification and any seal information for the carriers may be shown on the reverse side of the inspection certificate, provided the statement “See reverse side” is shown on the face of the certificate in the space provided for “Remarks.”
- j. If a request for a combined-lot inspection service is filed after the beans have been officially inspected and certificated as single lots, the combined-lot inspection certificate shall show:
 - (1) The date of inspection of the beans in the combined-lot (if the single lots were inspected on different dates, the latest of the dates shall be shown);
 - (2) A serial number, other than the serial numbers of the official inspection certificates that are to be superseded;
 - (3) The location of the beans, if at rest, or the name of the facility from which or into which the beans in the combined-lot were loaded or unloaded;
 - (4) A statement showing the approximate quantity of beans in the combined-lot;

- (5) A completed statement showing the identification of any superseded certificates; and
- (6) If at the time of issuing the combined-lot inspection certificate, the superseded certificates are not in the custody of the official personnel, a statement indicating that the superseded certificates have not been surrendered shall be clearly shown in the space provided for remarks. If the superseded certificates are in the custody of official personnel, the superseded certificates shall be clearly marked "Void."
- k. After a combined-lot inspection certificate has been issued, there shall be no further combining and no dividing of the certificate.
- l. No combined-lot inspection certificate shall be issued:
 - (1) For any official inspection service other than as described in this handbook; or,
 - (2) Which shows a quantity of beans in excess of the quantity in the single lots.

1.12 OTHERWISE GRADE INSPECTIONS

- a. Any interested person may request information as to what the quality of beans in a lot/sample would "otherwise grade" if the results of one or more factors were not considered.
- b. When requested, official personnel shall:
 - (1) Determine and show the actual grade of the lot/sample in the space provided for the grade designation.
 - (2) Show the grade determining factors and results of analysis in the factor information space.
 - (3) Show the following statement in the Remarks section of the certificate: "(Desired grade and kind) except for (factor(s) that prevent the lot/sample from being assigned the desired grade)."

EXAMPLE: An application is received to inspect a bean lot which is supposed to be U.S. No. 1 Pinto Beans. The inspection results show that the beans grade U.S. Substandard because of 1.7 percent foreign material. The beans, except for the factor foreign material, are U.S. No. 1.

Grade Designation - U.S. Substandard Pinto Beans.

Remarks Statement - "U.S. No. 1 Pinto Beans except for foreign material."

1.13 FACTOR ONLY INSPECTIONS

- a. Any interested person may request a factor only inspection to be performed on any lot/sample of beans.
- b. Requests for service must specify the factor(s) or other criteria for which analysis is required. "Other criteria" includes, but is not limited to: test weight, and specifications prescribed by Federal agencies, trade associations, and contracts.
- c. When requested, official personnel shall:
 - (1) Determine the factor results according to the procedures in this handbook or as approved in specific cases by FGIS Headquarters.
 - (2) Show the factor results on the inspection certificate according to the procedures in Chapter 4 of this handbook.
 - (3) Show the class of the beans on the gradeline of the certificate; e.g., "Pinto Beans."

REFERENCE PUBLICATIONS

The following publications are referenced in this handbook. Copies may be obtained, upon request, from the Federal Grain Inspection Service.

1. Agricultural Marketing Act of 1946, as amended, and the regulations thereunder.
2. United States Standards for Beans.
3. FGIS Equipment Handbook.
4. FGIS Mechanical Sampling Systems Handbook.
5. FGIS Directive 9170.3, "Forwarding Samples to the Technical Services Division."
6. FGIS Directive 9170.13, "Uniform File Sample Retention System."
7. FGIS Conversion Charts for Motomco Moisture Meters.

Attachment 2
BEAN INSPECTION HANDBOOK
Chapter 1
General
4/01/99

FORM FGIS-955, "APPLICATION FOR INSPECTION UNDER THE AGRICULTURAL MARKETING ACT"

Part 68.8 of the Agricultural Marketing Act of 1946, as amended, requires that an application for inspection must be made prior to performance of service.

FORM APPROVED: OMB 0580-0013

U.S. DEPARTMENT OF AGRICULTURE FEDERAL GRAIN INSPECTION SERVICE APPLICATION FOR INSPECTION UNDER THE AGRICULTURAL MARKETING ACT OF 1946		Public reporting burden for this collection of information is estimated to average .17 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the form. Send comments regarding this burden estimate or any other aspects of this collection of information including suggestions for reducing the burden to USDA, OIRM, Clearance Officer, Room 404-W, Washington, DC 20250. When replying refer to the OMB Number and form number in your letter.	
Pursuant to Section 203(h) of the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1622) and the regulations and standards thereunder (7 CFR Parts 57, and 68), we hereby apply for an inspection of the commodity described below.			
1. TYPE OF INSPECTION a. (Check one) <input type="checkbox"/> ORIGINAL LOT <input type="checkbox"/> APPEAL MULTIPLE LOT <input type="checkbox"/> NEW INSPECTION SUBMITTED SAMPLE <input type="checkbox"/> RETEST b. (Check one)			
2. SERVICE REQUESTED <input type="checkbox"/> INSPECT FOR GRADE AND FACTOR <input type="checkbox"/> INSPECT FOR FACTORS ONLY <input type="checkbox"/> INSPECT FOR CONDITION <input type="checkbox"/> CHECK-COUNT <input type="checkbox"/> CHECK-WEIGHT <input type="checkbox"/> CHECK-LOAD <input type="checkbox"/> OTHER (list under remarks)			
3. COMMODITY (Kind)		4. LOCATION OF COMMODITY	
5. CONTRACT NO. (If any)		6. CARRIER OR OTHER IDENTIFICATION	
7. GRADE AND KIND (Factor or specifications)			
8. QUANTITY (Specify in bushels, pounds, etc.)		9. NUMBER AND KIND OF CONTAINERS	
10. CONTAINER MARKINGS			
11. NAME AND ADDRESS (Includes ZIP Code) OF APPLICANT (Firm name)		12. IF APPLICATION IS BY AGENT, NAME AND ADDRESS (Including ZIP Code) OF AGENT (Firm Name)	
13. NAME AND ADDRESS (Include ZIP Code) OF CONSIGNEE			
14. IF APPLICATION IS FOR A RETEST OR APPEAL INSPECTION, NAME(S) AND ADDRESS(ES) OF OTHER INTERESTED PARTIES, IF ANY (If none, so state).			
15. REMARKS			
In submitting this application, I expressly agree that the fees and charges for the inspection shall be assessable to and payable by me and hereby certify that I am a financially interested party or an authorized agent thereof. 18 U.S.C. 1001 provides for a fine of not more than \$10,000 or imprisonment for not more than 5 years, or both, for false or fraudulent statements made to an agency of the United States. I declare that the foregoing statements are true to the best of my knowledge, information, and belief.			
16. DATE	17. NAME OF FIRM	18. SIGNATURE OF PERSON MAKING APPLICATION	
19. FOR USE BY FGIS			
APPLICATION RECEIVED BY	DATE	TIME	OFFICE
CERTIFICATE NO. OR NOS.			
AMOUNT OF DEPOSIT (If any)	FEES AND CHARGES		AMOUNT RETURNED TO APPLICANT (If any)

FORM FGIS-955

**INSTRUCTIONS FOR COMPLETING FORM FGIS-955, “APPLICATION
FOR INSPECTION UNDER THE AGRICULTURAL MARKETING ACT”**

NOTE: The numbers coincide with the numbered blocks on the form.

- (1) Check a box on both line a and line b to indicate the type of inspection being requested.
- (2) Check the box(s) that indicates the type(s) of service(s) being requested.
- (3) Show “beans.”
- (4) Show the location of the commodity.
- (5) Show the contract number only if it is to be shown on the inspection certificate.
- (6) Show the complete name and/or number of the carrier or other lot identifier; e.g., warehouse number.

For submitted samples, show any unique word(s) or alphanumeric identifier.

- (7) Show the contract grade (or expected grade), kind, class, special grade, other specifications, or requirements.
- (8) Show the net and/or gross weight in pounds, kilograms, or hundredweights. Also show net weight if required for billing purposes.
- (9) Show the number and kind of containers.
- (10) Show the container markings. If there are no markings, show “None.” For bulk beans, show “Bulk.”
- (11) Show the name and address of the applicant; i.e., the party that will be billed for the service.

- (12) If applicable, show the name and address of the agent or person submitting the application.
- (13) Show the name and address of the consignee if this information is to be shown on the inspection certificate.
- (14) For appeal inspection requests only, show the name(s) and address(es) of all interested parties. If there are none, show "None."
- (15) Show load order number, warehouse receipt number, and any other pertinent information or statements.
- (16) Show the date the application is submitted.
- (17) Show the name of the person, firm, company, or organization that should be billed for the service. If same as "Applicant," show "Same."
- (18) Show the signature of the person who is making the application.
- (19) FOR USE BY FGIS.